

ATTACHMENT 1

ADMINISTRATION OF SAFETY AND HEALTH PROGRAM

AGENCY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

AGENCY HEAD NAME \_\_\_\_\_

TITLE \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

AGENCY DESIGNATED  
SAFETY AND HEALTH  
OFFICIAL

NAME \_\_\_\_\_

TITLE \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

PHONE NO. \_\_\_\_\_

AGENCY SAFETY  
AND HEALTH  
(COORDINATOR,  
DIRECTOR, CHIEF,  
MANAGER, ETC.)

NAME \_\_\_\_\_

TITLE \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

PHONE NO. \_\_\_\_\_

## ATTACHMENT 2

AGENCY SAFETY & HEALTH STAFFING IN  
HEADQUARTERS & FIELD UNITS

GS SERIES	GS GRADES													
	5-8		9-11		12		13		14		15		16	
	HQ	FU	HQ	FU	HQ	FU	HQ	FU	HQ	FU	HQ	FU	HQ	FU
SAFETY ENGINEER (803)														
SAFETY SPECIALIST (018)														
SAFETY TECHNICIAN (019)														
INDUSTRIAL HYGIENIST (690)														
FIRE PROTECTION ENGINEER (804)														
FIRE PROTECTION & PREVENTION (081)														
OTHER FULL-TIME (SPECIFY)														
TOTAL FULL-TIME														

HQ=HEADQUARTERS

FU=FIELD UNITS

## NUMBER OF EMPLOYEES:

Headquarters \_\_\_\_\_

Field Units \_\_\_\_\_

Total \_\_\_\_\_

## VACANCIES IN SAFETY &amp; HEALTH STAFFING:

Headquarters \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Field Units \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## SAFETY & HEALTH STAFFING OF FIELD UNITS

[illegible]

## SAFETY & HEALTH STAFFING OF FIELD UNITS

DIRECTIONS: List the agency field units and provide the requested information for each unit in the following table. Define organizationally the term "field unit" relative to the agency mission, size and organization. The table should include both full-time and collateral-duty personnel. For field units staffed with collateral-duty personnel, the number of personnel and the total work (in man-years) spent on safety and health should be entered for each grade level. For example, a field unit with three GS-7 collateral-duty safety and health personnel, each devoting 40% of his work time to safety and health activities, would expend a total of 1.2 man-years for that grade on safety and health activities. This would be entered in the table as 3(1.2) in the CD column for the GS 5-8 grade level.

DEFINITION OF FIELD UNIT:

FIELD UNITS (NAMES, ADDRESSES AND AVERAGE EMPLOYMENT)	GS GRADES													
	5-8		9-11		12		13		14		15		16	
	FT	CD	FT	CD	FT	CD	FT	CD	FT	CD	FT	CD	FT	CD

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ATTACHMENT 4

FULL-TIME OSH PROFESSIONALS

Directions: Complete this form for each full-time professionals at both the headquarters and field levels indicated on Attachment 2. The professionals should be in the job series GS 803, 018, 019, 690, 804 and 081.

NAME \_\_\_\_\_

TITLE \_\_\_\_\_

JOB SERIES \_\_\_\_\_

WORK ADDRESS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TELEPHONE \_\_\_\_\_ (COMMERCIAL)  
\_\_\_\_\_ (FTS OR OTHER)